



Initial Assessment Study Guide



PART 1: OVERVIEW OF eWiSACWIS FOR INITIAL ASSESSMENT

What functions does eWiSACWIS support for Initial Assessment?

This study guide will provide you with an overview of how eWiSACWIS supports **Initial Assessment** case work. The table included here highlights five functional areas supported by eWiSACWIS—as they relate to **Initial Assessment** child protection responsibilities.

The **Initial Assessment** function is initiated when a PS Report is screened in and linked to an existing case or a new case is created.

Other eWiSACWIS functions described in this study guide help you initiate, complete, and document a variety of actions related to court and placement responsibilities and case maintenance activities.

Function	Purpose
Initial Assessment	Assess child's immediate safety and family and individual functioning. Determine family service level. Calculate workload measurement.
Plans	Complete the following plans, as appropriate: <ul style="list-style-type: none"> Safety analysis and plan Out of home safety plan Visiting plan
Court	Initiate and document requests for legal action on behalf of a child. Prepare legal documents. Document outcomes of legal actions.
Out of Home Placements	Document a new out of home placement. Calculate/generate payments to providers. End an out of home placement.
Basic Case Maintenance	Record/maintain information on the case and/or individual participants. Record case notes. Schedule case conferences. Close/merge cases.

STUDY GUIDE AT A GLANCE

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PART 2: eWiSACWIS FEATURES FOR INITIAL ASSESSMENT

How does eWiSACWIS help me accomplish my Initial Assessment responsibilities?

See how well you can identify some eWiSACWIS features by completing Column 1 in the table below. Make your selection from the shaded box to the left of the table and write it in the same row with the description in Column 2 that best matches the feature.

SELECTIONS
eWiSACWIS Features
<i>Out of Home Safety Plan</i>
<i>Payments</i>
<i>Legal Status</i>
<i>Safety Analysis and Plan</i>
<i>Workload Measurement</i>
<i>Initial Assessment</i>
<i>Case Notes</i>

1. Feature	2. Description
	Documents family conditions that support child safety while services are provided in the home.
	Calculates workload based on the family service level and type of worker assignment (primary or secondary).
	Assesses child's immediate safety and family and individual functioning. Provides a system-calculated analysis of the required level of service.
	Documents safety issues, a plan for addressing those issues, and placement conditions that will best meet the child's needs.
	Records contacts and other activities related to a case/participant.
	Documents the outcome of any court hearing, including the postponement or cancellation of a hearing.
	Calculates the total rate for the placement based on basic rate and applicable administrative fees, supplemental points, and exceptional needs of the child.



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PART 3: eWiSACWIS TERMINOLOGY FOR INITIAL ASSESSMENT

What new terms do I need to know to help me learn how to use the Initial Assessment features of eWiSACWIS effectively?

See how well you can identify some eWiSACWIS terms by completing Column 1 in the table below. Make your selection from the shaded box to the left of the table and write it in the same row with the description/definition in Column 2 that best matches the term.

SELECTIONS eWiSACWIS Terms <i>Participants</i> <i>Collaterals</i> <i>Family Service Level</i> <i>In Home Services</i> <i>Template</i>	1. Term	2. Description/Definition
		System-generated document that is pre-filled with information that has been entered in associated eWiSACWIS windows.
		System-calculated level of family service needs, expressed as low, moderate, high, or intensive.
		Services that do not alter the living arrangements of the participant. For example, child care, transportation, medical, counseling, basic health and hygiene, continuing education, and vocational training.
		Persons included in the case. Includes child, family, household members, and reporter.
		Persons who are not case participants but have some association with the case. For example, teachers, lawyers, medical practitioners, and representatives of community agencies familiar with the family.



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GLOSSARY

Features	
Case Notes	Records contacts and other activities related to a case/participant.
Initial Assessment	Assesses child's immediate safety and family and individual functioning. Provides a system-calculated analysis of the required level of service. The worker or the supervisor may override the system-calculated family service level. Once an Initial Assessment has been approved, eWiSACWIS freezes it to preserve a record of the information at the time the assessment was conducted.
Legal Status	Documents the outcome of any court hearing, including the postponement or cancellation of a hearing.
Out of Home Safety Plan	Documents safety issues, a plan for addressing those issues, and placement conditions that will best meet the child's needs. Also, documents compliance with the Indian Child Welfare Act.
Payments	Calculates the total rate for the placement based on basic rate and applicable administrative fees, supplemental points, and exceptional needs of the child. Generates payments to the provider.
Safety Analysis and Plan	Documents family conditions that support child safety while services are provided in the home.
Workload Measurement	Calculates workload based on the family service level and type of worker assignment (primary or secondary).
Terms	
Collaterals	Persons who are not case participants but have some association with the case. For example, teachers, lawyers, representatives of community agencies familiar with the family.
Family Service Level	System-calculated level of family service needs, expressed as low, moderate, high, or intensive.
In Home Services	Services that do not alter the living arrangements of the participant. For example, child care, transportation, medical, counseling, basic health and hygiene, continuing education, and vocational training.
Participants	Persons included in the case. Includes child, family, household members, and reporter.
Template	System-generated document that is pre-filled with information that has been entered in associated eWiSACWIS pages.

Next: Complete the Study Guide Quiz for Initial Assessment!